

Fleet Management Services

MISSION STATEMENT

The mission of the DPWT Division of Fleet Management Services (Motor Pool Internal Service Fund) is to plan for, acquire, maintain, and dispose of the County's fleet of motor vehicles, buses, heavy equipment, and other vehicular equipment in support of the transportation and service delivery needs of all County departments.

BUDGET OVERVIEW

The total recommended FY05 Operating Budget for the Division of Fleet Management Services is \$41,613,080, an increase of \$2,718,570 or 7.0 percent from the FY04 Approved Budget of \$38,894,510. Personnel Costs comprise 28.2 percent of the budget for 166 full-time positions for 162.8 workyears. Operating Expenses and Capital Outlay account for the remaining 71.8 percent of the FY05 budget.

Not included in the above recommendation is a total of \$177,090 and 3.0 workyears that are charged to Public Works and Transportation, General Fund. The funding and workyears for this item are included in the receiving department's budget.

PROGRAM CONTACTS

Contact Jo Ann Byrum of the Division of Fleet Management Services at 240.777.5759 or Brady Goldsmith of the Office of Management and Budget at 240.777.2793 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Heavy Equipment and Automotive Services

This program is responsible for the maintenance and repair of the heavy equipment fleet which includes heavy dump trucks, construction equipment, snow plows, leafers, mowers, backhoes, gradalls, and other specialized pieces of heavy equipment. In addition, this program is responsible for the maintenance and repair of the automotive fleet which includes administrative vehicles, police vehicles, vans, and light trucks. The maintenance and repair service for the automotive and light truck fleet is provided through contractual service at the Seven Locks Maintenance Facility.

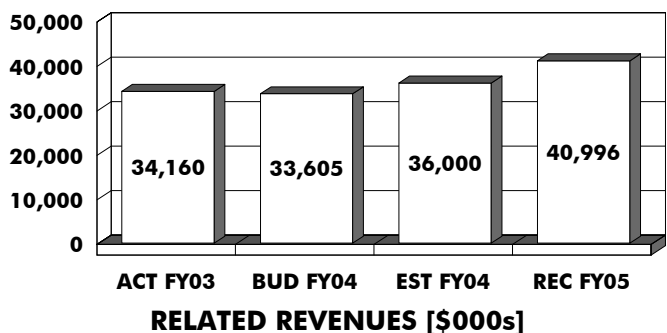
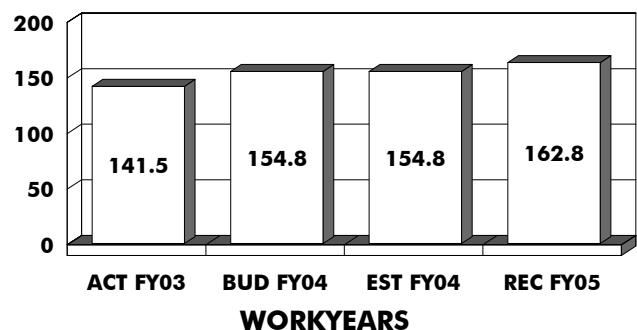
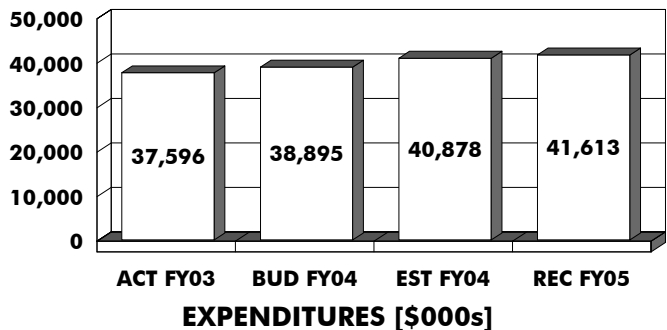
FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	7,255,620	39.5
Increase Cost: Renewal of First Vehicle Services contract	392,530	0.0
Increase Cost: Reduce chargebacks to Highway Services for Depot mechanics.	24,420	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff		

Program Summary

	Expenditures	WYs
Heavy Equipment and Automotive Services	7,549,080	39.5
Transit Equipment Services	9,282,390	85.2
Management Services	863,910	5.7
Administrative Services	23,917,700	32.4
Totals	41,613,080	162.8

Trends



turnover	-123,490	0.0
FY05 CE Recommended	7,549,080	39.5

Transit Equipment Services

This program is responsible for the maintenance and repair of the transit equipment fleet which includes Ride On transit buses and trolleys.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	8,577,740	80.9
Replace: Bus wash at Brookville Maintenance Facility	175,000	0.0
Increase Cost: Annualization of Lapsed Positions in FY04	89,670	1.7
Add: Methane detection equipment	50,000	0.0
Add: One new Mechanic for Transit	47,610	0.8
Replace: Contractual cost savings	-259,170	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	601,540	1.8
FY05 CE Recommended	9,282,390	85.2

For FY05, this program includes fuel, repair, and maintenance costs associated with 19,500 platform hours of expanded Go Montgomery! bus service.

Management Services

This program provides policy development and planning; operational, personnel, and administrative oversight; and support for division activities. This program is also the central coordinator for the County on energy-related matters pertaining to emissions and motor fuel to include alternative fuels and applicable State and Federal legislation.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	761,170	4.9
Restore: Position frozen in FY04	67,070	0.8
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	35,670	0.0
FY05 CE Recommended	863,910	5.7

Administrative Services

This program includes the preparation and monitoring of the operating and CIP budgets; financial management of the Motor Pool Internal Service Fund; fuel management; payment processing; the development, preparation, and monitoring of vehicle and equipment specifications, Invitations for Bids (IFB), and contracts; inventory and facility management; and the management and administration of computer and office automation system activities. In addition, this program replaces and disposes of the County's fleet which includes automotive and heavy equipment.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	22,299,980	29.5
Increase Cost: Various fuel costs per FY05 projections	1,759,560	0.0
Increase Cost: Parts purchases	400,000	0.0
Add: CNG fuel site - OBI maintenance	325,120	0.0
Add: CNG fuel site - OBI utilities	249,850	0.0
Add: Three new Supply Technicians	113,990	2.4
Add: Procurement Specialists	20,660	0.3
Decrease Cost: Reduction in vehicle replacement expenditures	-2,113,940	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	862,480	0.2
FY05 CE Recommended	23,917,700	32.4

For FY05, this program includes the operation of a new fast-fill Compressed Natural Gas (CNG) fueling station to more efficiently service the Transit fleet's growing number of environmentally-friendly CNG buses.

BUDGET SUMMARY

	Actual FY03	Budget FY04	Estimated FY04	Recommended FY05	% Chg Bud/Rec
MOTOR POOL INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	7,862,133	8,182,880	8,494,410	8,757,540	7.0%
Employee Benefits	2,276,175	2,608,230	2,480,680	2,958,660	13.4%
Motor Pool Internal Service Fund Personnel Costs	10,138,308	10,791,110	10,975,090	11,716,200	8.6%
Operating Expenses	19,930,151	19,639,390	21,438,500	23,090,650	17.6%
Capital Outlay	7,527,684	8,464,010	8,463,940	6,806,230	-19.6%
Motor Pool Internal Service Fund Expenditures	37,596,143	38,894,510	40,877,530	41,613,080	7.0%
PERSONNEL					
Full-Time	147	161	161	166	3.1%
Part-Time	0	0	0	0	—
Workyears	141.5	154.8	154.8	162.8	5.2%
REVENUES					
Charges For Services	32,272,790	31,442,510	33,440,900	38,981,340	24.0%
State Fuel Tax	326,718	600,000	483,400	600,000	—
Warranty Claims	47,663	100,000	48,900	50,000	-50.0%
Auction Proceeds (non-vehicle)	0	5,000	0	0	—
Disposal of Fixed Assets Gain/(Loss)	0	190,000	297,300	250,000	31.6%
Enterprise Rental Vehicles	66,616	160,000	95,500	160,000	—
Insurance Recoveries	901,695	900,000	900,000	900,000	—
Other Revenue	376,668	0	617,000	3,000	—
Take Home Vehicle Charges	19,106	10,000	18,940	20,000	100.0%
Interest Income - Pooled Investments	148,749	197,000	98,090	31,920	-83.8%
Motor Pool Internal Service Fund Revenues	34,160,005	33,604,510	36,000,030	40,996,260	22.0%

FUTURE FISCAL IMPACTS

Title	CE REC. FY05	FY06	FY07	(S000's) FY08	FY09	FY10
This table is intended to present significant future fiscal impacts of the department's programs.						
MOTOR POOL INTERNAL SERVICE FUND						
Expenditures						
FY05 Recommended	41,613	41,613	41,613	41,613	41,613	41,613
No inflation or compensation change is included in outyear projections.						
Additional Maintenance Costs	0	51	51	51	51	51
Additional maintenance costs associated with new bus service						
Annualization of Positions Approved in FY05	0	57	57	57	57	57
New positions in the FY05 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Change in Vehicle Replacement Expenditures	0	-207	1,568	676	2,538	1,716
Costs for the ongoing replacement of the County's fleet per current Fleet Replacement Schedule.						
Elimination of One-Time Items Approved in FY05	0	-225	-225	-225	-225	-225
Items recommended for one-time funding in FY05, including methane detection equipment and a bus wash, will be eliminated from the base in the outyears.						
Labor Contracts	0	458	954	1,043	1,043	1,043
These figures represent the annualization of FY05 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY06 and beyond.						
Labor Contracts - Other	0	3	5	5	5	5
These figures represent other items associated with negotiated agreements.						
Subtotal Expenditures	41,613	41,750	44,022	43,220	45,083	44,261

FY05-10 PUBLIC SERVICES PROGRAM: FISCAL PLAN				MOTOR POOL			
FISCAL PROJECTIONS	FY04 ESTIMATE	FY05 REC	FY06 PROJECTION	FY07 PROJECTION	FY08 PROJECTION	FY09 PROJECTION	FY10 PROJECTION
ASSUMPTIONS							
CPI (Fiscal Year)	2.7%	2.4%	2.3%	2.4%	2.5%	2.4%	2.3%
BEGINNING CASH BALANCE	7,983,450	1,768,360	1,151,550	2,223,300	2,494,490	4,970,690	7,218,310
REVENUES							
Charges For Services	32,774,358	39,164,340	40,948,790	42,786,190	44,679,410	46,558,340	48,420,860
Intergovernmental	600,000	600,000	613,800	628,530	644,240	659,700	674,870
Miscellaneous	1,288,080	1,231,920	1,273,450	1,394,590	1,424,230	1,691,720	1,892,340
Subtotal Revenues	34,662,438	40,996,260	42,836,040	44,809,310	46,747,880	48,909,760	50,988,070
TOTAL RESOURCES	42,645,888	42,764,620	43,987,590	47,032,610	49,242,370	53,880,450	58,206,380
PSP OPER. BUDGET APPROP/ EXP'S.							
Operating Budget	(40,877,530)	(41,613,070)	(41,306,290)	(43,584,120)	(43,228,680)	(45,619,140)	(45,317,800)
Labor Agreement	n/a	0	(458,000)	(954,000)	(1,043,000)	(1,043,000)	(1,043,000)
Subtotal PSP Oper Budget Approp / Exp's	(40,877,530)	(41,613,070)	(41,764,290)	(44,538,120)	(44,271,680)	(46,662,140)	(46,360,800)
TOTAL USE OF RESOURCES	(40,877,530)	(41,613,070)	(41,764,290)	(44,538,120)	(44,271,680)	(46,662,140)	(46,360,800)
YEAR END CASH BALANCE	1,768,358	1,151,550	2,223,300	2,494,490	4,970,690	7,218,310	11,845,580
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	4.1%	2.7%	5.1%	5.3%	10.1%	13.4%	20.4%
Assumptions: 1. The projection for the Motor Pool Fund represents the County Executive's Recommended Fiscal Plan for the purchase, maintenance, and replacement of the County's fleet of light and heavy equipment and the maintenance of transit equipment. 2. Fleet Management Services operates the Motor Pool Fund, an Internal Service Fund, to account for the financing of services it provides other departments or agencies of the County on a cost reimbursement basis. 3. Resources are projected based on currently recommended revenue policies, which include inflationary adjustments to Charges for Services and vehicle replacement collections to meet the fleet replacement schedule. 4. PSP/Operating Budget Expenditures are projected based on major-known commitments. 5. The fund balance includes the value of held, non-depreciated assets. 6. The cash balance measures the fund's ability to meet future capital acquisition obligations.							

PUBLIC WORKS AND TRANSPORTATION

Fleet Management

PROGRAM:

Heavy Equipment and Automotive Services

PROGRAM ELEMENT:

Police Vehicle Maintenance

PROGRAM MISSION:

To provide industry-leading, timely, cost-effective vehicle maintenance services to the Police Department to ensure safe, reliable, available vehicles for Department employees

COMMUNITY OUTCOMES SUPPORTED:

- Support Police Department employees with the safest, most reliable vehicles and equipment in protecting the lives and property of County citizens, businesses, and visitors and in effectively delivering related police services
- Ensure high value for tax dollars

PROGRAM MEASURES

	FY01 ACTUAL	FY02 ACTUAL	FY03 ACTUAL	FY04 BUDGET	FY05 CE REC
Outcomes/Results:					
Percentage of the time vehicles are available for use	97.0	98.3	97.4	97.5	97.5
Service Quality:					
Percentage of customers satisfied with maintenance services ^a	98.0	98.7	98.1	98.5	98.5
Efficiency:					
Average annual cost per police vehicle maintained (\$)	1,842	2,164	1,958	1,874	2,417
Average cost per work order processed (\$)	266	332	292	300	387
Workload/Outputs:					
Number of police vehicles ^b	1,148	1,280	1,284	1,202	1,222
Number of police vehicles maintained ^b	1,148	1,137	1,275	1,202	1,222
Number of work orders	7,953	7,409	8,562	7,500	7,625
Inputs:					
Expenditures (\$000)	2,115	2,461	2,497	2,253	2,954
Workyears ^c	3.0	3.0	3.0	3.0	3.0

Notes:

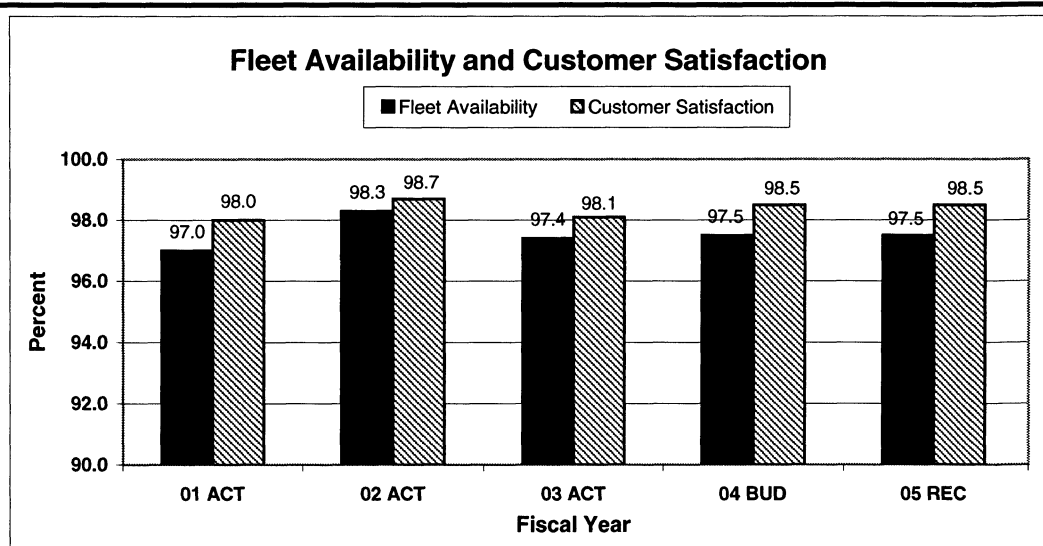
^aBased on customers who did not rate overall service quality as "unsatisfactory."

^bThe number of police vehicles and the number of police vehicles *maintained* differ due to auctions, deadlined vehicles awaiting disposal or removed from service but being used for training, etc.

^cMaintenance is performed entirely by contract, with County administrative support of three workyears.

EXPLANATION:

Both fleet availability and customer satisfaction remain high. Customer service and cost efficiency remain primary contract goals, with performance expected to be at or above comparable fleet benchmarks.



PROGRAM PARTNERS IN SUPPORT OF OUTCOMES: Light fleet maintenance contractor.

MAJOR RELATED PLANS AND GUIDELINES: Automotive Service Excellence, Certified Automotive Fleet Managers, Best Fleet Management Practices, manufacturers' specifications.